



South Area Fire Emergency Response OFFICIAL MEETING AGENDA OF THE BOARD OF DIRECTORS

This regular meeting of the SAFER Board of Directors, composed of five (5) members, will convene at Rib Mountain Town Hall, 3700 N. Mountain Rd., Wausau, WI 54401 on **Tuesday, July 12, 2016 at 6:00 P.M.**, to consider the following matters:

A. Opening of Session.

1. Meeting called to order by Chairman Opall at 6:00 p.m.
2. Pledge of Allegiance to the Flag.
3. Clerk will take attendance and roll call.
4. Request for silencing of cellphones and other electronic devices.

B. Correspondence/Comments from the public.

5. Comments from the public on issues, or matters which the SAFER Board of Directors has oversight over.

C. Consent Items

6. Approval of prior meeting minutes from June 28, 2016

D. Business Items.

7. Fiscal Agent Program discussion and possible action
8. Fiscal Agent RFP discussion and possible action
9. Future staffing discussion and possible action
10. CIP Program discussion and possible action

F. Staff Reports

11. Report from Fire Chief
12. Report from Administrators.

G. Remarks from the Board of Directors to set the next meeting date, as well as discuss items for the next meeting agenda. (No motions will be made, and no action will be taken related to policy affecting S.A.F.E.R. as a result of this agenda item):

H. Adjourn

This notice was posted at the Rib Mountain and Weston Municipal Centers, and on the Village of Weston's website at www.westonwi.gov, and was emailed to local media outlets (Print, TV, and Radio) on 7/8/16 @ 3:00 p.m. A quorum of members from other SAFER District, Town of Rib Mountain, and Village of Weston governmental bodies (boards, commissions, and committees) may attend the above noticed meeting in order to gather information. No actions will be taken by any other board, commission, or committee of SAFER / Town / Village, aside from the SAFER Board of Directors. Should a quorum of other government bodies be present, this would constitute a meeting pursuant to State ex rel. Badke v. Greendale Village Bd., 173 Wis.2d 553,494 N.W.2d 408 (1993). Wisconsin State Statutes require all agendas for public meetings be posted in final form, 24 hours prior to the meeting. Any posted agenda is subject to change up until 24 hours prior to the date and time of the meeting. Any person who has a qualifying disability as defined by the Americans with Disabilities Act requires that meeting or material to be in accessible location or format must contact the Rib Mountain Municipal Center at 715-842-0983, by 2pm the Friday prior to the meeting so any necessary arrangements can be made to accommodate each request.



**OFFICIAL MEETING MINUTES
SOUTH AREA FIRE & EMERGENCY RESPONSE DISTRICT
Board of Directors Regular Meeting
Tuesday, June 28, 2016 @ 6:00 P.M.**

A. Call to Order

The regular meeting of the South Area Fire and Emergency Response District Board of Directors was called to order at 6:00 PM by SAFER Chairman Allen Opall.

MEMBERS PRESENT – Opall, White, Ermeling, Langenhahn and Kachel. Chief Savage, DC Finke, EMS Division Chief Kelly Bechel, Administrator Rhoden, Administrator Guild, and Finance Director Jacobs were also present. No audience members were present.

B. Correspondence/Comments from the public on issues related to the SAFER District

There was no public comment or correspondence.

C. Presentations

1. 2015 Audited Financial Statements – Krause Howard & Company
Don Stabanow was present to review the 2015 audited financial statements for SAFER. Mr. Stabanow answered a few questions asked by the SAFER Board of Directors.
White/Kachel to approve the report as presented by Krause Howard. Motion carries unanimously.

D. Consent Items

2. Approval of prior meeting minutes from May 24, 2016.
Langenhahn/Ermeling to approve prior meeting minutes from May 24, 2016. Motion carries unanimously.

E. Business Items

3. SAFER Charter proposed changes discussion and possible action
All recommended changes by the SAFER Board of Directors, staff and counsel have been incorporated in the version presented.
White/Ermeling to approve SAFER Charter dated June 26, 2016, with approved changes with an appropriate effective date and submit to the individual municipalities. Q: Ermeling pointed out the Charter states the term for the Town of Marathon representative expires 12/31/16. Since the Town of Weston is not coming aboard, will a new appointment need to be made? White stated he would not have an issue re-appointing Mr. Langenhahn. Motion carries unanimously.
4. Job description for Administrative Assistant
The Board was presented with a first draft of the job description. Several concerns about the job description and with hiring only one person were discussed. This job description will be placed on file for future reference. No action was taken.

5. RFP for third party fiscal agent

The Board was presented with a draft RFP drawn up by SAFER counsel. A final written draft will be presented before the SAFER Board of Directors takes any action.

6. December 2015 budget status report

Finance Director Jacobs reviewed the 2015 budget status report. White pointed out several items that were way over budget. Chief Savage stated these have been corrected for 2017.

7. June 2016 budget status report

Finance Director Jacobs reviewed the 2016 budget status report. Jacobs stated this report is current through payroll ending June 24, 2016.

F. Staff Reports

8. Report from Fire Chief

Chief Savage reported on training that took place at Fort McCoy. He also expressed some frustration with lack of communication and cooperation with a few things.

9. Report from Administrators

None

G. Remarks from the Board of Directors to set the next meeting date, as well as discuss items for the next meeting agenda (No motions will be made, and no action will be taken related to policy affecting SAFER as a result of this agenda item): No remarks from the Board of Directors. Next meeting date is Tuesday, July 12, 2016. RFP for third party fiscal agent to be on the next agenda.

H. Adjourn

Langenhahn/Kachel to adjourn at 7:15 p.m. Motion carries unanimously.

SOUTH AREA FIRE & EMERGENCY RESPONSE DISTRICT
REQUEST FOR PROPOSALS FOR FISCAL AGENT

Contact:
Joshua Finke
Deputy Chief
5901 Hummingbird Road
Wausau, WI 54401
(715) 355-6763

Proposals are due on August 12, 2016, 4:00 p.m.
SAFER District, 5901 Hummingbird Road, Wausau, WI 54401

Proposals received after this time will be rejected.

OFFICIAL NOTICE

Notice is hereby given that the South Area Fire & Emergency Response District ("SAFER" and/or "District") is seeking sealed proposals for a "Fiscal Agent" as defined herein. The scope of this Request for Proposals is for a Fiscal Agent to maintain the financial records of the District, receipt and disbursing of funds for the District, providing payroll administration, administering its insurance program(s), providing all information necessary to the auditors of the District, and reporting to the District on a monthly basis the financial condition of the District, all in accordance with of generally accepted accounting principles (GAAP) used by State and Local governments in the United States as set forth by Governmental Accounting Standards Board ("GASB").

Proposals will be received until 4:00 p.m. on August 12, 2016 at SAFER, 5901 Hummingbird Road, Wausau, WI 54401. Proposals received after this date and time will not be accepted. Mailed or hand delivered proposals must arrive by the noted date and time. Facsimile or e-mail copies will not be accepted.

The original proposal along with five (5) copies shall be addressed to SAFER and be contained in a sealed envelope, which is marked "Proposal for Fiscal Agent".

For further information, contact Joshua Finke, Deputy Chief, at (715) 355-6763.

SAFER reserves the right to reject any or all proposals and select the proposal believed to be in the best interest of SAFER's sole determination. In addition, SAFER reserves the right to reject any part of any proposal for any reason, and/or to add to and/or delete provisions of any proposal in the best interest of the District. In addition, the District reserves the right to award a contract to another qualified Fiscal Agent if the successful Fiscal Agent does not execute a contract within thirty (30) days after the award of the proposal or fails to comply with any other requirements of this proposal including, but not limited to, the provision of the Certificate of Insurance.

Award of the contract to the successful Fiscal Agent shall be based upon the proposal determined most advantageous to SAFER. Proposals must remain firm once submitted and may not be withdrawn for a period of ninety (90) days.

Throughout this proposal, SAFER has exerted its best efforts to represent information and data that are current and applicable to this project. SAFER is providing the information contained herein as a courtesy to the Fiscal Agent. It is the responsibility of the Fiscal Agent to use this information and verify the same during the proposal, negotiations and implementation periods.

Best efforts have been made to provide accurate information; however, SAFER makes no guarantees or warranties that the information contained in this proposal or reference documents are accurate and complete. SAFER is not and shall not be liable for omissions or errors contained in this proposal and submittal of a proposal by a Fiscal Agent shall serve as the Fiscal Agent's verification and acknowledgement of SAFER's lack of liability.

The District reserves the right to request clarification of information submitted and to request additional information. At the District's option, Fiscal Agents may be required to substantiate information provided within their proposal.

Schedule:

- Issue Request for Proposals: July 18, 2016
- Question and Answers on Request for Proposal: August 1, 2016 at 1:00 p.m. – Station 1
- Proposals Due: August 12, 2016 at 4:00 p.m.
- Anticipated Board Approval: August 23, 2016 – 6:00 p.m.
- Anticipated Municipal Approval: On or before October 31, 2016
- Commencement of Agreement: January 1, 2017

Introduction:

SAFER is a joint fire and emergency district made up of the communities of the Village of Weston, Marathon County, Wisconsin which has an approximate population of 15,276 and the Town of Rib Mountain which has an approximate population of 6,825. SAFER further contracts for services with the Town of Marathon, Town of Stettin and Town of Weston to provide fire and emergency services. Emergency medical services also are provided to the Town of Gunther, Town of Ringle, Town of Easton and the Village of Kronenwetter.

SAFER is made up of 10 full time employees that are enrolled in the Wisconsin Retirement Systems (“WRS”) and approximately 50 part-time staff. The District works out of two stations, one being in Rib Mountain (station 1) located 5901 Hummingbird Road, Rib Mountain, Wisconsin, and one in the Village of Weston (Station 2) located at 5303 Mesker Street, Weston, Wisconsin. Both stations are fully staffed 24 hours per day, 365 days per year.

The District currently pays all full time and part time members on a bi-weekly basis. Payroll will be calculated by District staff and formulated to a spreadsheet for pay checks. Direct deposit is the preferred method of payroll.

The District currently contracts with Accu-Med to provide ambulance billing and collection services. Ambulance bills are directly deposited to Chase Bank for the prosper to account for the revenue fund. Fire service billing and collection is handled by the District staff and forwarded to the prosper to account for the revenue fund.

The SAFER budget for 2016 is approximately \$2,100,000.00.

Scope of work:

A. Fiscal Agent's Role – The following defines the Fiscal Agent's role:

1. **Services Provided:** In accordance GAAP, the Fiscal Agent shall maintain the financial records of the District, receive and disburse funds for the District, prepare and process annual

1099s, provide payroll administration for the District, administer insurance programs for the District and report the financial condition to the District Board, providing all information necessary to the auditors of the District, and any other duties as may be directed by the Board to the District on at least a monthly basis. The Fiscal Agent will perform all of the work required to properly and professionally prepare and process annual W-2s for the district. The Fiscal Agent will perform all of the work required to properly and professionally prepare federal and state payroll tax filing reports for the District. The Fiscal Agent also will perform all other duties incidental to the normal duties of payroll tax report processing. The Fiscal Agent will prepare annual fixed asset/depreciation records, if necessary. The Fiscal Agent will attend SAFER Board of Directors meetings to discuss District financial matters, if such attendance is requested by the District.

2. Fiscal Agent's Employees: All persons who do work under the contract with the District for the Fiscal Agent shall be employees of the Fiscal Agent and shall be solely responsible for providing workers compensation and for complying with the requirements of the State of Wisconsin and the Departments of Commerce and Workforce Development, relating to the employment of such persons. The Fiscal Agent also shall be responsible for all claims and bills for wages, salaries and supplies purchased or in any way related to the Fiscal Agent's performance. The Fiscal Agent further agrees to comply with all applicable Federal regulations regarding employment.

3. Insurance: Fiscal Agent, at its sole expense, shall maintain in effect at all times during the term of any contract, insurance coverage with limits not less than those set forth below issued by a company or companies authorized to do business in the State of Wisconsin and satisfactory to the District. Such coverage shall be primary. Prior to execution of any contract, the Fiscal Agent shall furnish to the District a Certificate of Insurance and upon request, certified copies of the required insurance policies. The Certificate shall name the District, its employees, agents, representatives and elected or appointed officials as additional insureds. The policy of insurance shall state that coverage shall not be cancelled by the insurer in less than thirty (30) days after the insured and the District has received written notice of such cancellation.

Workers' Compensation Insurance in the amount of the statutory limits under Wisconsin law.

General Liability Insurance including Products or Completed Operations, Bodily Injury, and Property Damage Liability: \$5,000,000.00

Errors and Omissions: \$5,000,000.00

4. Indemnity: The Fiscal Agent shall indemnify and hold SAFER, its appointed, hired and/or elected officials, agents, employees and designees, free and harmless from any and all costs, damages, claims, losses or expenses which may be incurred on account of damages, deaths or injuries arising out of or related to the work being performed by the Fiscal Agent under the terms of any contract entered into with SAFER or on account of enforcing the provisions of this contract against the Fiscal Agent or its agents or employees, including, but

not limited by, enumeration, reasonable attorney fees and court costs incurred by SAFER in defending against any claim or in enforcing this provision.

5. **Rate of Compensation:** Shall be as set forth by the proposal and the terms and conditions of an agreement to be signed between the District and the Fiscal Agent.

6. **Term of Contract:** The term of the contract shall be for two (2) years beginning on January 1, 2017.

7. **Termination of Contract:** Termination of an agreement for any or no reason may be made by either the Fiscal Agent or SAFER upon not less than ninety (90) days advance written notice. Written notice shall be made by way of certified, return-receipt mail. In addition, SAFER shall retain the right to terminate the agreement if the Fiscal Agent fails to perform under the terms of the agreement, including but not limited to, failure to maintain in force Worker's Compensation Insurance and liability insurance.

8. **Yearly Review:** The Fiscal Agent and SAFER shall meet once per year to discuss any concerns about services SAFER may have.

Proposal Shall Include:

A. Background: Describe the firm's background and history in providing the services requested herein. Provide a broad overview of your firm including a functional description of any parent, affiliated or subsidiary company and any business partners.

B. Staff: The Fiscal Agent shall provide the following:

1. A proposed staffing plan and include a full resume for each consultant that will be assigned to SAFER's account and resumes of other key personnel who may be involved in the duties of the Fiscal Agent including any staff qualifications and experience with similar duties;
2. A description of any regulatory actions or pending regulatory actions relating to each consultant;
3. The total number of consultants that your firm employs and describe the respective seniority of each consultant; and
4. The number of clients for which each consultant is responsible.
5. The proposal shall include the following compensation rates:
 - a. Preparation of Federal and Wisconsin Tax Filing Reports (per month);
 - b. Quarterly reporting including W-2 and 1099 forms at year's end (annually);

- c. Accounting services (per hour);
- d. Annual fixed asset/depreciation records (annually); and
- e. Board of Directors meeting attendance services (per hour).

C. Conflicts: Disclose in full detail anything that may create a conflict or appearance of a conflict of interest in providing the services to SAFER. The disclosure should include full detail of any relationship that may create a conflict or appearance of a conflict of interest with SAFER's member municipalities.

D. Financial: Please include any financial investment by your firm and any underwriting activity and any joint venture partnership or similar arrangement for any product or service with any underwriter.

E. Legal: Please provide an explanation and indicate the current status or disposition of any business litigation, legal, regulatory or other proceedings that your organization or with which an officer or principal has been involved within the last five (5) years. If none, please so state.

F. Insurance: Please describe the level of coverage for errors or omissions insurance and any fiduciary professional liability insurance your firm carries. List the insurance carrier(s) supplying the coverage.

G. Fees: Please describe and fully itemize all fees proposed by your firm for providing the services described herein.

H. Software: Please describe the software which the District would be required to utilize for providing financial information to your firm. Further describe the training, if any, and the cost of the same, which would be provided to District personnel.

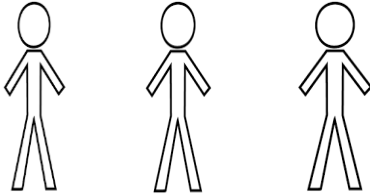
I. References: Please provide references that can attest to prior work performed by your firm and by the individuals employed by your firm.

On behalf of SAFER, thank you for your interest in this project!

4 Year Staffing Model

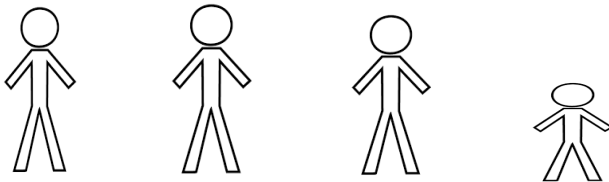
Current Staffing

Station 1:



1 Full Time Battalion Chief, 2 Paid on Call Firefighter/EMT

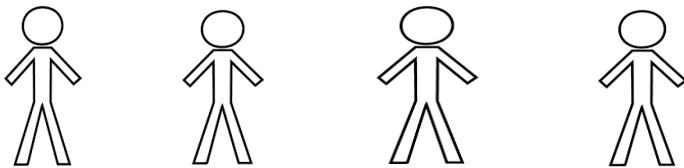
Station 2:



1 Full Time Battalion Chief, 2 Paid on Call Firefighter/EMT (One Paid on Call Firefighter/EMT 0800-2000)

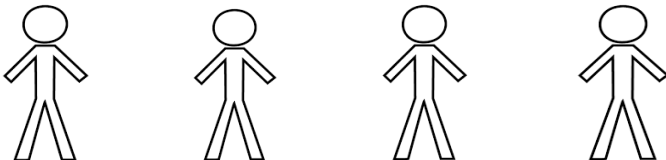
2017 Proposed

Station 1:



1 Full Time Battalion Chief, 3 Paid on Call Firefighter/EMT

Station 2:



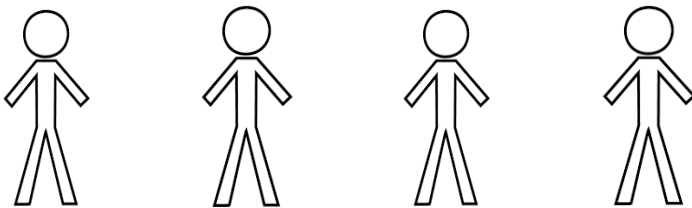
1 Full Time Battalion Chief, 3 Paid on Call Firefighter/EMT

Benefits of increased staffing:

- Call volume is projected to increase by approximately 25% from the inception of SAFER in 2014
- This would allow for a 4-person engine/truck company at both stations which would result in a more efficient fire response.
- There would be an in house 2-person crew for interfacility transports currently to date we have denied 15 transports with and approximate revenue of \$11,000 in 2016 due to lack of staffing.
- This would allow for more in house staffed ambulances. There have been fewer off duty responses to calls due to increased call volume.
- Total cost to district approximately \$95,000 some of which will be offset by increased revenue.

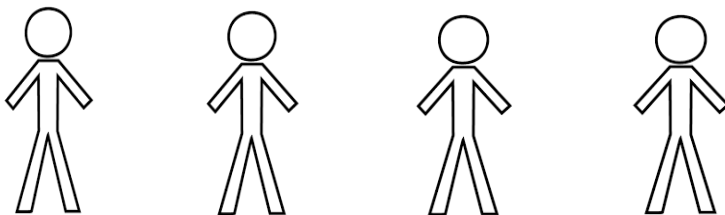
2018 Proposed

Station 1:



1 Full Time Battalion Chief, 3 Paid on Call Firefighter/EMT

Station 2:



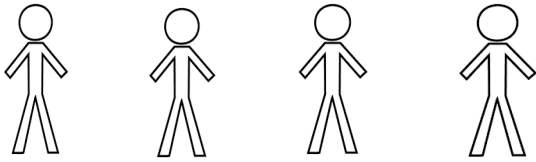
1 Full Time Battalion Chief, 1 Full Time Firefighter/EMT, 2 Paid on Call Firefighter/EMT

Benefits of full time staff:

- With increasing call volumes paid on call staff is beginning to experience burn out
- More consistency
- Long term staff which can result in more effective operations
- Less staff time spent on constant training on new paid on call staff

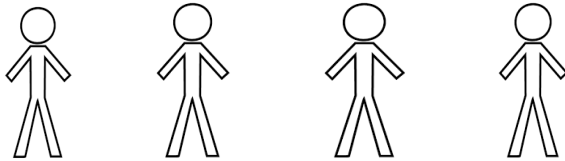
2019 Proposed

Station 1:



1 Full Time Battalion Chief, 3 Paid on Call Firefighter/EMT

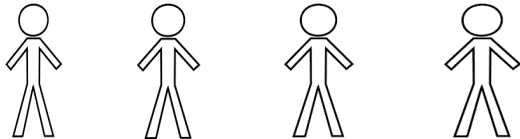
Station 2:



1 Full Time Battalion Chief, 2 Full Time Firefighter/EMT, 2 Paid on Call Firefighter/EMT

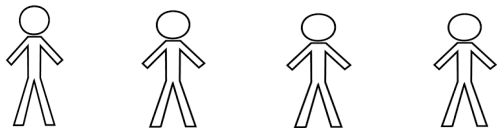
2020 Proposed:

Station 1:



1 Full Time Battalion Chief, 3 Paid on Call Firefighter/EMT

Station 2:



1 Full Time Battalion Chief, 3 Full Time Firefighter/EMT, 2 Paid on Call Firefighter/EMT

**SOUTH AREA FIRE & EMS RESPONSE DISTRICT
ADMINISTRATIVE ASSISTANT
JOB DESCRIPTION**

GENERAL PURPOSE:

Provides office support for the day-to-day operations of the District. This includes administrative, human resources, and clerical duties (approx. 16 hours/week) Serve as the recording Clerk for all District meetings (approx. 5 hours/month) and work on shift as a FF/EMT (approx. 24 hours/week)

SUPERVISOR:

Position reports to the Fire Chief, Deputy Fire Chief or EMS Division Chief.

ESSENTIAL DUTIES:

- Serve as the first point of contact with the public via visitors and/or phone.
- Handle mailings and other correspondence received by the District.
- Transcribe meeting proceedings for District meetings.
- Responsible for meeting notification and proper public postings.
- Process reports as requested by the Chiefs. This would include data reports and written reports.
- Handle new employee processing and orientation.
- Maintain records for SAFER and able to respond to open records requests.
- Maintain SAFER's website information and social media materials.
- Draft and submit public information to be used by District members (i.e. newsletter, reports).
- Reconcile monthly District credit cards and fuel statements.
- Order and maintain office supplies,

KNOWLEDGE AND SKILLS REQUIRED:

- Strong communication skills both written and oral.
- Excellent computer skills including accounting software, Microsoft Office and standard office equipment (telephone and fax). Ability to learn specialized software exclusive to Fire/EMS departments.
- Accurate note taking a must.
- Ability to work with the public and other District contacts.
- Capable to handle deadlines and fast-past work environment.
- Proper customer service skills needed.

OTHER JOB FUNCTIONS:

Performs other tasks as assigned by the Fire Chief and Deputy Fire Chief.

MINIMUM QUALIFICATIONS:

Computer skills and knowledge of relevant software, knowledge of operation of standard office equipment, knowledge of clerical and administrative procedures and systems such as filing and record keeping and knowledge of principles and practices of basic office management.

Wisconsin EMS license and Wisconsin Certified Firefighter-2

WORK ENVIRONMENT:

Work is performed primarily in an office environment while sitting at a desk for extended periods of time. However, some travel to a variety of locations to perform work and/or attend evening meetings is required. Physical exertion may be required to lift office supplies, move equipment, etc.

FLSA Classification: Hourly – Wage of \$19.47 to \$23.72 per hour. Health insurance and retirement package.



TO: SAFER Board of Directors
FROM: Chief Savage and Deputy Chief Finke
RE: CIP Program
Date: 12 July 16

Board Members;

The purpose of this agenda is to generate discussion for 2017 and beyond CIP purchases.

There are several options to consider, but I believe these are the top ones:

- 1) The Municipalities secure funds for their percentages in SAFER and is forwarded to the fiscal agent.
- 2) SAFER borrows the funds itself and collects the percentages from the Municipalities.

We want to make sure that we are all on the same page going forward.